

**Western Regional Service Board
Public Meeting Minutes**

Meeting Information:

Date: Tuesday, November 9, 2021
Time: 12:00pm – 1:16pm
Location: Tudor Room, Glynmill Inn

Present were:

Anthony Blanchard	WRSB Member– North/South Bay of Islands
Barbara Barter	WRSB Vice-Chair – Burgeo and Area
Cynthia Downey	WRSB Member – Bay St. George
Derrick Anthony	WRSB Member – Humber Valley
Joseph Reid	WRSB Member - Long Range
Josh Carey	WRSB Chair – Corner Brook (Via Zoom)
Lloyd Harnum	WRSB Member – Bay St. George (Via Zoom)
Melvin Keeping	WRSB Member – Southwest Coast
Jason King	Chief Administrative Officer, WRSB
Pauline Anderson	Executive Assistant, WRSB
Trent Quinton	Waste Operations Manager, WRSB
Diana Gosse	Finance Manager, WRSB

Missing with apologies:

Bernd Staeben	WRSB Member – Corner Brook
Roger Barrett	WRSB Member – Western Hills
Vacant Seat	WRSB Member – White Bay South

Call to Order

Meeting was called to order at 12:00pm by WRSB Chair Josh Carey with quorum reached.

The main purpose for this meeting is to review the 2022 Operational Budget and Capital Funding Request. Once reviewed, the Board will vote regarding approval and acceptance of these documents.

The Board took 10 minutes to review notes from the October and November Finance Committee meetings to ensure they are completely updated for the budget review and discussions.

There was question as to if further discussions will occur on items included in the FC notes, specifically with reference to salaries. The FC notes were for information purposes only, not for further discussion unless deemed necessary.

1. Additions & Deletions to the Agenda

Motion 21-1109-1.1.1: Moved by Lloyd Harnum, Seconded by Derrick Anthony. Be it resolved the WRSB adopt the agenda for the November 3, 2021 meeting as presented. All 8 Board members present are in Favour, none against. Motion carried.

2. Approval & Adoption of Previous Meeting Minutes

These minutes will be brought forward to the December WRSB meeting for approval along with the minutes of today's meeting.

3. Business Arising

Nothing brought forward for discussion under this topic

4. CAO Report

Nothing brought forward for discussion under this topic

5. New Business

Nothing brought forward for discussion under this topic

6. Standing Committee Reports

6.1 Finance Committee Update Last meeting November 3, 2021.

6.1.1 RFD: 2022 WRSB Operational Budget & Fee Structure

At the October WRSB meeting, a budget was brought forward using a drawdown on Capital Reserve to ensure a balanced budget. The Board had questions and concerns regarding using the Capital Reserve upfront in this manner and requested the Finance Committee and Staff look at alternatives to balancing the budget with a focus on income from special waste items instead of using Capital Reserves.

The CAO went through the budget line by line, emphasizing the items that have been revised since the last draft of the budget in October.

BDO accountants addressed Contingency in their audit recommendations. We may need to review those comments to ensure all is in order.

Decision from August 26, 2021 WRSB meeting was read showing the \$90K that was initially assigned to the WWO program be reallocated to the MEO program if expression of interest shows a demand for the program.

Rent versus Owning our own building – currently developing formula to discover the number that would make buying beneficial. This will be presented at the December meeting.

The Fee Structure remains unchanged from 2021.

Motion 21-1109-6.1.1: Moved by Joe Reid, Seconded by Cynthia Downey. Be it resolved the WRSB, in accordance with the Regional Service Board Act, approves the 2022 budget presented with operating revenues and expenditures totaling \$6,719,865. All 8 Board members present are in Favour, none against. Motion carried.
Note: Two Board Members not present to vote on the budget.
Fee Structure is adopted with the budget.

6.1.2 RFD: 2022 Capital Funding Request

The Finance Committee and WRSB staff reviewed previous Capital Funding requests to see what items were approved and denied from those lists that we need movement on, or need to bring forward to the 2022 Capital Funding request. With approved Capital for projects that has been placed on hold due to unforeseen circumstances (ex. Covid), costs have since changed and adjustments are required to ensure the funding is received to cover the full cost of these items.

There is also new equipment added to the list that needs to be requested for Operational savings to the Organization.

Motion 21-1109-6.1.2: Moved by Cynthia Downey, Seconded by Joe Reid. Be it resolved the WRSB approves to submit a Capital Funding Request to the Department of Municipal and Provincial Affairs in the amount of \$1,824,000. All 8 Board members present are in Favour, none against. Motion carried.

6.2 Technical Committee Update – There is a meeting of this committee scheduled for November 10th to discuss the CBCL Report with CBCL Representatives. With a new Board coming on, it may be prudent to consider rescheduling that meeting until the new Board comes onboard and the current TC members meet with the next board's TC and CBCL Limited to ensure past challenges and decisions are brought forward to the new group.

6.3 Education Committee Update – No meeting since last WRSB Meeting
Nothing to Report

6.4 Shared Services Committee Update – No meeting since last WRSB Meeting
Nothing to Report

6.5 Rules of Procedure Committee Update – No meeting since last WRSB Meeting
Nothing to Report

6.6 Negotiating Committee Update – No meeting since last WRSB Meeting
Nothing to Report

6.7 Evaluation Committee Update – No meeting since last WRSB Meeting
Nothing to Report

7. **Correspondence/ Media**

Nothing to report under this item.

8. **Next WRSB**

The next meeting of this Board is scheduled for Friday, December 3, 2021 to be followed by the WRSB Christmas Social. Any meeting before that date will be at the Call of the Chair

9. **Other**

Nothing further brought forward.

Barbara Barter moved to adjourn the meeting. Mel Keeping seconded the motion.

Meeting adjourned at 1:16pm.